



# **Parking and Traffic Safety Committee (PTSC)**

## MINUTES

**Wednesday, July 22, 2020**

**Zoom Video Conference Meeting**

**One Twin Pines Lane**

**Belmont, CA 94002**

COMMITTEE	Peter Brown, Public Works Director, Public Works Department
MEMBERS	Justin Lai, Associate Engineer, Public Works Department
PRESENT	Rick Locke, Public Works Services Manager, Public Works Department
	Brandon Tyler, Field Supervisor, Public Works Department
	Kevin Ortiz, Management Fellow, Public Works Department
	Lt. Ken Stenquist, Police Department
	Sgt. Evan Branch, Police Department
	Vorisia Henderson, Deputy Fire Marshal, San Mateo Consolidated Fire Department

### **I. Introduction**

Associate Engineer Lai called the meeting to order at 2:00 P.M., and each committee member provided self-introductions. Associate Engineer Lai provided a brief introduction and overview of the City of Belmont Parking and Traffic Safety Committee (PTSC) Meeting Agenda, which included the following items:

Item #1 – Parking Restrictions at 800 F Street

Item #2 – Parking Restrictions at 1910 Ralston Avenue

Item #3 – Parking Restrictions at Cipriani Elementary School (Buena Vista Avenue)

### **II. Item #1 – Parking Restrictions at 800 F Street**

Associate Engineer Lai stated that the Parking and Traffic Safety Committee (PTSC) received correspondence from the San Mateo Consolidated Fire Department requesting the designation of parking restrictions along 800 F Street. Specifically, the proposed parking restrictions entail the installation of red curb and removal of parking stalls on 800 F Street. These parking restrictions would improve traffic safety by allowing the standard width of travel for emergency vehicles.

Belmont resident Richard Moore inquired regarding the extent of red curb designation and whether the parking restrictions apply to the entire block. Associate Engineer Lai indicated that the proposed parking restrictions would apply to all parking stalls on 800 F Street.

In addition, Belmont resident Moore expressed concerns regarding the poor visibility of the crosswalk as well as non-functional streetlights on 800 F Street. In response, Public Works

Director Brown and Field Supervisor Tyler indicated that Public Works Department staff will follow up on the resident's concerns.

Belmont resident Moore also inquired regarding the designation of blue curb. Associate Engineer Lai described the process for requesting the designation of blue curb ADA parking stalls in the right-of-way, which involves submitting a separate request to the PTSC. The PTSC would then address the request at a future PTSC Meeting.

In concurrence with the San Mateo Consolidated Fire Department, Sgt. Branch indicated that the Police Department is in support of the parking restriction designation on 800 F Street.

Public Works Services Manager Locke commented that parking stalls may be retained at the end of 800 F Street provided that a street width of 32 feet can be maintained to permit emergency vehicle access.

Deputy Fire Marshal Henderson added that an allowance for the turn radius of emergency vehicles must be maintained for emergency vehicle access and traffic safety.

Based on the discussion, Associate Engineer Lai stated that the PTSC will move forward with recommending the parking restrictions and installation of red curb along 800 F Street for Council's consideration at a future City Council meeting. The recommendation will be amended to allow parking stalls to be retained at the end of 800 F Street provided that the street meets the standard width of travel and turn radius requirements for emergency vehicles.

### **III. Item #2 – Parking Restrictions at 1910 Ralston Avenue**

Associate Engineer Lai stated that the PTSC received correspondence from Vivace restaurant, located at 1910 Ralston Avenue. Specifically, Vivace is requesting the designation of parking restrictions, which would entail one existing parking stall being converted to a temporary loading zone. White curb would be installed at the designated parking stall to indicate the temporary loading zone. In addition, Vivace requested that no parking be permitted in the temporary loading zone between the hours of 5 P.M. and 9 P.M.

Sgt. Branch indicated that the Police Department is in favor of the proposed designation of a temporary loading zone, and recommended that the parking stall immediately west of the driveway near Vivace should be designated as the white curb temporary loading zone so that the remainder of the parking stalls on Ralston Avenue are not impeded. Associate Engineer Lai also noted that the Belmont Chamber of Commerce and Carlmont Village Shopping Center are in favor of the temporary loading zone designation.

Deputy Fire Marshal Henderson stated that the San Mateo Consolidated Fire Department did not object to the proposed parking restrictions and had no additional comments on the item.

Public Works Services Manager Locke inquired regarding the notification of businesses. In response, Associate Engineer Lai confirmed that all businesses within a 300 ft. radius of Vivace were notified.

Associate Engineer Lai indicated that the PTSC will move forward with recommending the parking restrictions and white curb temporary loading zone designation at 1910 Ralston Avenue for Council's consideration at a future City Council meeting.

### **III. Item #3 – Parking Restrictions at Cipriani Elementary School (Buena Vista Avenue)**

Associate Engineer Lai stated that the PTSC received correspondence from the Belmont-Redwood Shores School District (BRSSD) requesting the designation of parking restrictions along Buena Vista Avenue near Cipriani Elementary School.

Specifically, the proposed parking restrictions entail the designation of approximately 160 ft. of right-of-way on Buena Vista Avenue as a safer drop-off and pick-up area for students during peak drop-off and pick-up times. In addition, the parking restrictions include no parking between peak drop-off hours of 7:45 A.M. to 8:30 A.M and peak pick-up hours of 2:15 P.M. to 3:30 P.M.

Sgt. Branch indicated that the Police Department is in favor of a safer drop-off and pick-up area for students attending Cipriani Elementary School. In addition, Sgt. Branch inquired regarding BRSSD's plans for on-site parking in addition to potentially relocating parking on Buena Vista Avenue due to the impact of the proposed parking restrictions. Associate Engineer Lai stated that he has not yet been notified regarding BRSSD's on-site parking plans. In response to potentially relocating parking on Buena Vista Avenue, Associate Engineer Lai commented that there is no additional space in the right-of-way on Buena Vista Avenue.

Deputy Fire Marshal Henderson stated that the proposed parking restrictions appear to improve traffic and pedestrian safety, and the San Mateo Consolidated Fire Department does not object to the item.

Public Works Director Brown recommended that parents be notified through BRSSD. In addition, Director Brown recommended the proposed parking restrictions be implemented on a temporary trial basis for a period of one month. During that time, the function and circulation will be monitored and analyzed prior to the installation of long-term striping and signage.

Public Works Services Manager Locke inquired regarding the potential installation of bollards on Buena Vista Avenue, and recommended that setback requirements be taken into account prior to installation. In response, Associate Engineer Lai stated that the setback requirements are currently being reviewed.

Associate Engineer Lai indicated that the PTSC will move forward with recommending the designation of parking restrictions along Buena Vista Avenue near Cipriani Elementary School. The recommendation will be amended to indicate that the parking restrictions will be implemented on a temporary trial basis prior to the installation of permanent striping and signage.

### **IV. Adjournment**

The meeting was adjourned at 2:23 P.M., and the PTSC will move forward with recommending

the items to the City Council. Public notice of the items will be issued when agendized on a future City Council Meeting Agenda.